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CODIB-D-82/15
21 February 1962

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Implementation of SCIPS Plan

1. The USIB reviewed the progress report of SCIPS (USIB-D-39.7/2) on 14 February, and directed the following regarding the implementation of the SCIPS Plan (USIB-M-200, item 5):

. To reconsider the terms of reference in the light of an existing DIA.

. To modify the Plan to enable concurrent satisfaction within available resources of both the longer-term objectives of a systems study and the more immediate objectives of developing standards and procedures for the integration of automated information processing systems for intelligence.

. To reduce the time interval within which positive gains could be demonstrated.

. To report back to USIB in two weeks.

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Terms of reference (USIB-D-39.7/1, 24 Jul 61)

2. The Committee on Documentation (CODIB) has reviewed the terms of reference and recommends no change in them as a consequence of the advent of DIA. The terms of reference were a preliminary step. They are broad because the problem is one of heroic proportions. The SCIPS Plan is in turn responsive to the terms of reference. It is, however, an action document and as such must meet the pragmatic test of being in harmony with what the Community can and is willing to do to execute its provisions.

Plan of Action (USIB-D-39.7/2, 19 Dec 61)

3. We cannot accomplish what we have set out to do with fewer assets and in less time than are outlined in the SCIPS Plan. But we can initially undertake a more limited effort. This will permit the USIB to determine the value of the results and to decide whether a continuation is warranted.

4. In devising a limited approach, several alternatives have been considered:

(a) Exclusive concentration on one facet of the problem, such as only automated systems, or indexing, or dissemination, etc.

(b) To take what may be called a vertical subject cut, such as dealing with the processing of biographic information in isolation from other intelligence information.

(c) To take what may be called a vertical system cut, such as dealing only with the FBIS "system" or the ELINT "system"

(d) To make a sampling study such as the life history of generating an NIE.

(e) To emphasize a critical problem area but to pursue as a parallel undertaking the broader problem areas to which the critical problem is related. Thus we could examine the needs and capabilities of existing automated systems, but do so in the context of reviewing the present process for handling information generally.

5. We have chosen course (e) above as the first Stage of the total study. This Stage I is the Plan modification most responsive to the USIB directive to avoid a narrow approach but to accommodate urgent needs for getting and maintaining appropriate standards for ADP systems during their developmental stages.

The modified plan

6. The approach recommended would thus have concurrent dual tasks, with general objectives as follows (see Appendix A for elaboration of the subtasks):

Task A - Automated Systems:

Identify the information needs and output capabilities of existing major automated or near-automated systems.

(1) Identify automated systems in terms of organizations, equipments, locations, and applications.

(2) Determine what information reports and files are required as input to each major system.

(3) Determine the formats required for system inputs.

(4) Identify the formats of existing automated files.

(5) Determine output capabilities of automated files.

(6) Determine the indexing and coding requirements for unformatted files in the automated systems.

(7) Study data generation and transmission and survey related manual systems.

(8) Make recommendations for specifying and directing standard formats and Community intelligence coding and indexing system.

(9) Merge with Task B for planning the subsequent stage of the study.

Task B - Non-automated Processes:

To identify and measure the present flow of information between activities, and survey significant existing information repositories.

(1) Identify processing organizations and their outputs

(2) Analyze existing files by location, size, form, growth rate, subject, area and source coverage, security classification, means of entry, and process time.

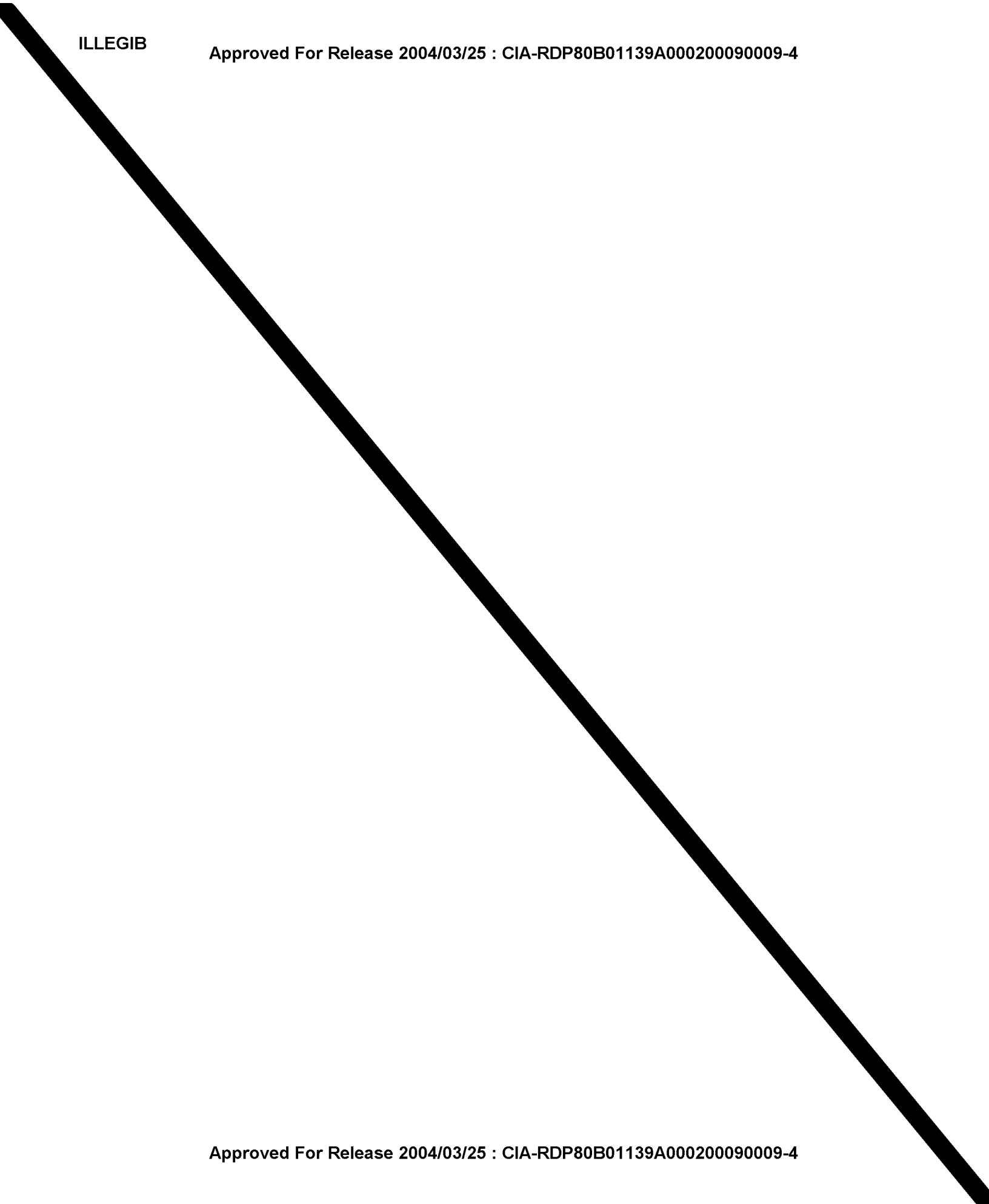
(3) Analyze actual flow of information by item identification, dissemination and receipt point, cycle times, frequency, volumes, form, security classification, dissemination controls, subject, area and source coverage.

(4) Synthesize the findings and relate these to Task A findings.

(5) Plan the subsequent stage of the study.

Timing of execution

7. The limited plan outlined above could be carried out within a period of one year after staff personnel have reported with proper clearances. One significant unknown is the time required by individual departments and agencies to respond with the basic data about their automated or near-automated systems in accordance with specifications predetermined by SCDS. The



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(1) Formatting of reports or information

(2) Indexing and coding of information.

(3) The exchange of data and information files between components.

B - provide a picture of the total processing system and an identification of critical areas for further study.

Recommended action

11. That the USIB members approve the plan as outlined above and expedite the assignment of the personnel required for its implementation.

Paul A. Borel
Chairman

cc: Assistant for Coordination/DCI
Executive Secretary, USIB
Members, CODIB
Secretary, CODIB
Director, SCIPS

Appendix A
21 February 1962

SCIPS STAGE I PLAN

CONCURRENT TASKS A & B

TASK A

Title: Automated Systems

Prime Objective: Determine Information Needs and Present Capabilities

Scope: Automated or near-automated major systems only. (Computer and punched card systems.)

Timing: Soonest

Method:
1. Centralized guidance.
2. Centralized and decentralized fact gathering.
3. Centralized analysis.
4. Coordinated development of recommended standards.
5. Coordinated implementation by USIB.

Sub-Task 1. Identify automated systems:

- a. organizational component
- b. equipment configuration
- c. locations
- d. applications
- e. present inputs

Sub-Task 2. Determine input requirements (for each file):

- a. Information Report series
  - (1) issuing component
  - (2) frequency
- b. analytic reports
- c. other files (or portions thereof)

TASK B

Title: Non-automated Processes

Prime Objective: Identify and Measure Present Information Movement and Repositories.

Scope: All significant systems.

Timing: Mid-range

Method:
1. Centralized guidance.
2. Centralized fact gathering / ad hoc departmental assistance.
3. Centralized analysis.
4. Centralized development of guidelines.
5. Coordinated centralized and decentralized implementation.

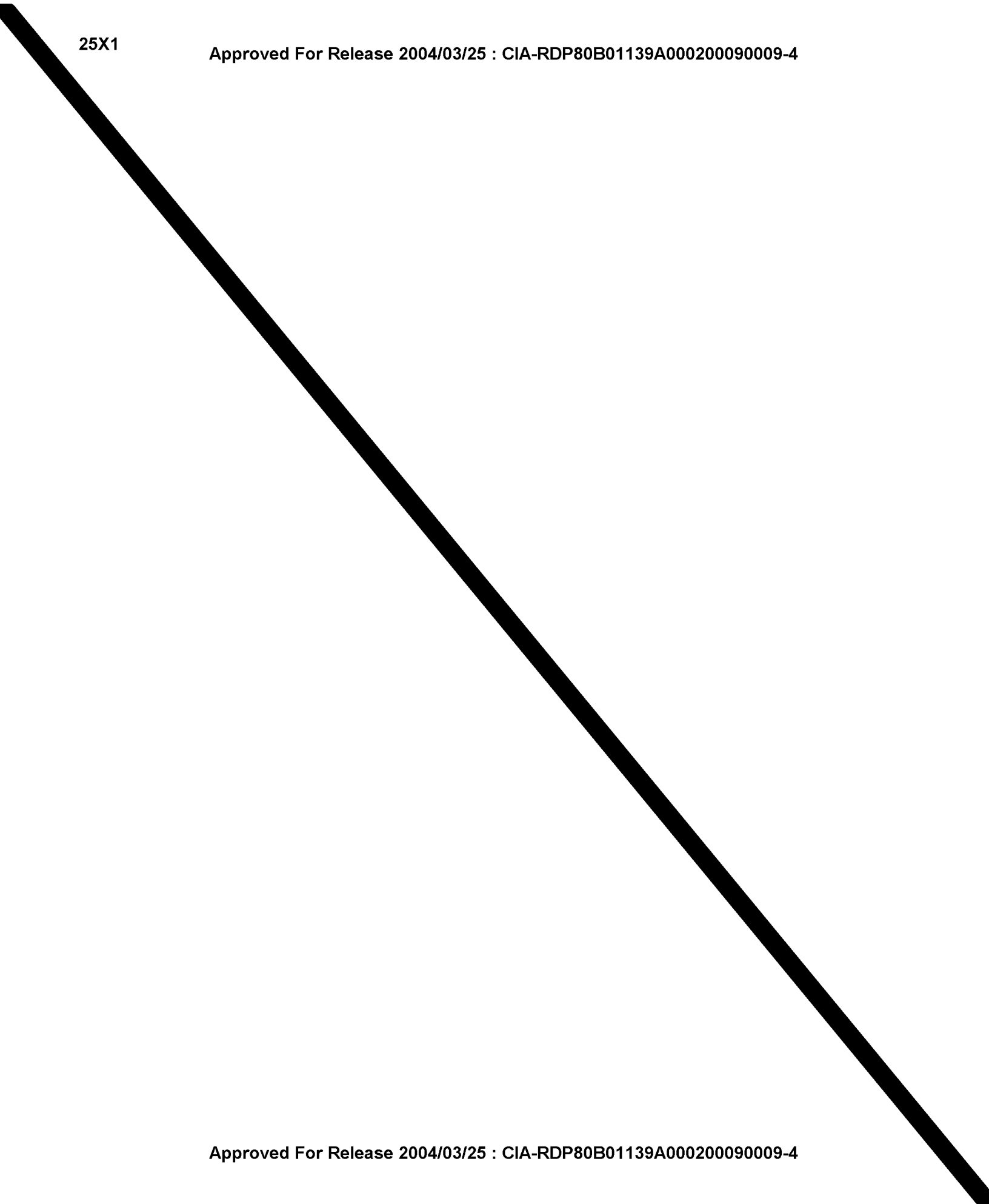
Sub-Task 1. Identify processing organizations and their outputs.

- a. organizations
  - (1) name
  - (2) location
- b. actual outputs
  - (1) name
  - (2) type category
  - (3) frequency
  - (4) security classification
  - (5) dissemination controls

TASK A	TASK B
Sub-Task 3. Determine input format requirements (for each input): a. associated main file name b. information fields to be contained c. sequence of fields d. length of fields e. field identifications (tags) f. item identifications g. information codes (alpha-numeric characteristics) h. header codes i. machine program codes j. carrier (e.g., 5 channel tape, punched card, hard copy, mag. tape, etc.) k. security classifications	
Sub-Task 4. Identify the formats of existing files: a. file name b. record identification c. information fields contained d. sequence of fields e. length of fields f. field identifications used g. number of records h. information codes used i. machine codes used j. carrier (card, tape, etc.) k. file structure and sequence l. full text m. summary n. abstract o. extract p. descriptors q. header r. index record s. growth rate t. file update frequency u. security classifications	Sub-Task 2. Analyze existing files: * a. location b. size c. form (hard copy, micro-film, etc.) d. growth rate e. subject, area and source coverage f. security classifications g. file entry means: (1) combined index--form (2) separate index--form (3) doc number (4) date (5) table of contents (6) summary (7) abstract (8) extract (9) key words (10) subject category h. process time *Only those files not covered in TASK A.

TASK A	TASK B
Sub-Task 5. Determine the current and potential outputs of automated files (for each file): a. frequency b. response time c. no. copies d. format (see 3a-k) e. users	Sub-Task 3. Analyze actual flow of information: a. item identification b. dissemination and receipt points c. cycle times d. frequency e. volumes f. form (hard copy, electrical, etc.) g. security classifications h. dissemination controls i. area, subject, source coverage
Sub-Task 6. Determine the indexing and coding requirements for unformatted files: a. subject coverage b. generic classes c. specific classes d. concepts, commodities, places, personalities, activities e. clear text f. descriptors g. subject codes h. key words i. depth of coding	
Sub-Task 7. Move to TASK B and study data generation and transmission and related manual information systems while each department collects against Sub-Tasks 1-6 above.	Sub-Task 4. Synthesize findings and relate to TASK A.

TASK A	TASK B
Sub-Task 8. a. Analyze departmental system requirements: (1) include TASK B-4 findings (2) resolve differences	Sub-Task 5. Identify critical areas and develop plan for STAGE II study.
Sub-Task 8. b. Submit recommendations to USIB through CODIB for: (1) formats (2) data exchange (including security aspects) (3) indexing and coding	
Sub-Task 9. Rejoin TASK B.	



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